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THE REGIONAL MUNICIPALITY OF NIAGARA

HUMAN RESOURCES COMMITTEE

REPORT 2-2004

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, February 10, 2004, commencing at 9:30 a.m.

ATTENDANCE

Committee: Councillors Nicholson, Chair; Partington, Regional Chair; Almas, Bentley, Collins, Davidson, Harry, Heit, Saracino.

Staff: Messrs. Trojan, Chief Administrative Officer; Nicol, Commissioner, Human Resources Department; Ms. Hepplewhite, Acting Deputy Regional Clerk.

Staff (Part-time): Ms. Elliott, Director, Organizational Development and Compensation Services; Ms. Fontana, Director of Corporate Health Services and Employee Relations; Mr. Lockyer, Treasurer; Ms. Smith, Administrative Assistant to the Commissioner, Human Resources Department; Mr. Bacchus, Commissioner, Corporate Services Department; Ms. Murphy Manager Current and Capital Budgets; Mr. Hagar, Employee Relations Manager; Mr. Diakow, Director, Information Systems, Mr. Cunnane, Director, Public Safety, Mr. Neville, Commissioner, Public Works Department, Ms. Jones, Administrative Assistant, Public Works Department

Guests: Ms. Michelle McIntosh and Mr. Jim Wilshire, Baylis and Associates

CORRESPONDENCE

12. The Chair informed the Committee of a letter received from Councillor Smeaton, advising of his resignation from this Committee due to commitments with the Police Services Board. Chair Nicholson thanked Councillor Smeaton for his service and noted that his presence will be missed.

HUMAN RESOURCES

13. Employee Assistance Program (EAP) 2002/2003 Annual Report

Mr. Nicol, Commissioner, Human Resources Department, gave a brief overview of the Employee Assistance Program and its benefit to the corporation. The Chair thanked Mr. Wilshire, Chair of the EAP Committee and Ms. McIntosh, of Baylis and Associates, and expressed the Human Resources Committee's appreciation of the Employee Assistance Program and to the members of the EAP Committee.

Moved by Councillor Saracino
Seconded by Councillor Bentley

That Report HR 10-2004, February 10, 2004 respecting Employee Assistance Program (EAP) 2002/2003 Annual Report, be received for information.

Carried.

HUMAN RESOURCES DEPARTMENT

14. Corporate Employee Recognition Team (CERT)
"Recognition of Excellence" Award Winners

Mr. Nicol, Commissioner, Human Resources Department, summarized Report HR 5-2004 and recognized Ms. M. Jones of our Public Works Department, who is in attendance at the Committee meeting and is taking part in the Corporate Mentorship Program.

Moved by Councillor Saracino
Seconded by Councillor Harry

That Report HR 5-2004, February 10, 2004 respecting Corporate Employee Recognition Team (CERT) "Recognition of Excellence", be received for information.

Carried.

15. 2003 Human Resources Department Annual Report

Mr. Nicol, Commissioner, Human Resources Department, gave an overview of Report HR 7-2004; he highlighted the accomplishments of the Department, acknowledged staff contributions and emphasized the aspects of Council's business plan that were targeted and achieved by the Department in 2003.

Moved by Councillor Harry
Seconded by Councillor Partington

That Report HR 7-2004, February 10, 2004 regarding the 2003 Human Resources Department Annual Report, be received for information.

Carried.

16. 2003 Annual Compensation Report for Non-Union Hires,
Red-Circled & Market Sensitive Positions

Mr. Nicol, Commissioner, Human Resources Department, gave a brief overview of Report HR 8-2004, 2003 Annual Compensation Report for Non-Union Hires, Red-Circled & Market Sensitive Positions. He noted that 18 of 22 non union hires were at a salary greater than the salary range start rate in 2003.

Moved by Councillor Bentley
Seconded by Councillor Heit

That Report HR 8-2004, February 10, 2004 regarding the 2003 Annual Compensation Report for Non-Union Hires, Red-Circled & Market Sensitive Positions, be received for information. (Please see slide re: Corporate Benefits attached to these minutes)

Carried.

BUDGET

17. Human Resources Department – 2004 Current Budget

Mr. Nicol, Commissioner of Human Resources, provided the Committee with an overview of Report HR 9-2004 regarding the proposed Human Resources Department – 2004 Current Budget.

Moved by Councillor Harry
Seconded by Councillor Davidson

That Report HR 9-2004, February 10, 2004 regarding the proposed “Human Resources Department – 2004 Current Budget”, be received for information and forwarded to the Budget Review Committee for consideration.

Carried.

18. 2004 Capital Program – Final Report

Moved by Councillor Collins
Seconded by Councillor Partington

That this Committee recommend that Report CSD 153-2003, October 29, 2003 respecting the 2004 Capital Program – Final Report be referred to the Committee of the Whole meeting on February 19, 2004.

Carried.

CLOSED SESSION

19. Moved by Councillor Heit
Seconded by Councillor Almas

That this Committee do now meet in Closed Session for purposes of receiving information of a confidential nature relating to personnel matters.

Carried.

19. EIS (Employee Information System)

Moved by Councillor Saracino
Seconded by Councillor Bentley

That Report HR 11-2004/ CSD 21-2004, EIS (Employee Information System), be received and that the recommendations therein be approved.

Carried.

20. Deer Park Villa/ CLAC: Harmonization
Of Conditions Of Employment

Moved by Councillor Harry
Seconded by Councillor Bentley

That Report HR 12-2004, Deer Park Villa/ CLAC: Harmonization of Conditions of Employment, be received and that the recommendations therein be approved.

Carried.

21. Update on Ambulance Paramedics – Verbal Report

Moved by Councillor Heit
Seconded by Councillor Harry

That the verbal report regarding an update on Ambulance Paramedics, be received.

Carried.

22. Personnel Issue – Public Works Department – Verbal Report

Moved by Councillor Harry
Seconded by Councillor Davidson

That the verbal report regarding a personnel issue – Public Works Department, be received.

Carried.

23. Corporate Labour Relations & Compensation Strategy 2004-2006

Moved by Councillor Saracino
Seconded by Councillor Bentley

That Report HR 6-2004, Corporate Labour Relations & Compensation Strategy 2004-2006 be received for information.

Carried.

24. Moved by Councillor Saracino
Seconded by Councillor Bentley

That this Committee do now rise with report.

Carried.

STAFF DIRECTIONS

Staff was asked to:

Further investigate the possible means of recognizing staff who come up with ideas that either save the RMON money or increase efficiency. (Almas, Nicholson)

Advise Committee as to the 2003 actual operating expenditures of the Human Resources Department compared to approved operating budget. (Heit)

ADJOURNMENT

The Committee adjourned at 11:40 a.m. to meet again on Tuesday, March 9, 2004, Committee Room #4, at Regional Headquarters.

Rob Nicholson
Chair

Anne Hepplewhite
Acting, Deputy Clerk

Pam Gilroy
Acting, Regional Clerk